

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET					
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER							
RECOMMENDED											
4. TITLE						5. PAY PLAN		6. SERIES		7. GRADE	
8. WORKING TITLE						9. INCUMBENT (Optional)					
OFFICIAL											
10. TITLE Human Resources Assistant (Office Automation)											
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A		17. CLASSIFIER			
GS	203		06	MONTH/DAY/YEAR		YES		NO		MS	
				4/22/02							
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)											
1st					5th						
2nd					6th						
3rd					7th						
4th					8th						
SUPERVISOR'S CERTIFICATION											
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.											
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature			23. Date		
21. Supervisor's Name and Title					24. Second Level Supervisor's Name and Title						
FACTOR EVALUATION SYSTEM											
FACTOR		25. FLD/BMK	26. POINTS	FACTOR		25. FLD/BMK		26. POINTS			
1. Knowledge Required		1-4	550	6. Personal Contacts		2					
2. Supervisory Controls		2-3	275	7. Purpose of Contacts		B		75			
3. Guidelines		3-2	125	8. Physical Demands		8-1		5			
4. Complexity		4-3	150	9. Work Environment		9-1		5			
5. Scope and Effect		5-2	75	27. TOTAL POINTS				27. 1260			
PCS for Assistance Work In The Human Resources Management Group, GS-0200 dtd. 12/2000								28. GRADE		28. 06	
CLASSIFICATION CERTIFICATION											
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.											
29. Signature /S/ MARILYN STETKA						30. Date 4/22/02					
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)											
32. Remarks FLSA: N Standard Job#203-06						33. OPM Certification Number					

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				06	

## B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)																			
GS	203		0015C	HUMAN RESOURCES ASST (OA)																			
6. HQ.FLD.CD. (1)		7. SUP.CD. (1)				8. CLASS STD. CD. (1)				9. INTERDIS. CD. (1)				10. DT. CLASS (6)									
2		1=HQ 2=FLD		1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA		5=Mgmt. CSRA 6= Leader LGEG 8=All Others		X=New Std. Applied Blank=NA		N=NO Y=Interdis		MO		DAY		YEAR							
												04		22		02							
11. EARLY RET. CD. (1)				12. INACT/ACT (1)				13. DT. ABOL. (6)			14. DT.INACT/REACT (6)			15. AGCY. USE (10)									
1=Primary 2=Secondary				3=Foreign Svc. Blank=NA				A				I=Inactive A=Active			MO			DAY			YEAR		
16. INTERDIS. SER. (40)																							
(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)							
17. INTERDIS. TITLE CD. (50)																							
(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)							

## C. INDIVIDUAL POSITION

1. FLSA CD. (1)		2. FIN. DIS. REQ. (1)				3. POS. SCHED. (1)				4. POS. SENS. (1)				5. COMP. LEV. (4)																											
N		E=Exempt N=Nonexempt		O		N		0=None 1=CD 219 2=CD 220		3=SF 278 4=AD 392 5=SF 849		A=Sched A B=Sched B C=Sched C		0=Excepted but not A, B, C		1N N		0=Nonsensitive 1=Noncritical		06HB																					
6. WK. TITLE CD. (4)				7. WK TITLE (38)																																					
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)																																	
1st		2nd		3rd		4th		5th		6th		7th		8th		0=Position Action No Vacancy A=No Change																									
																B=Lower Grade C=Higher Grade																									
																D=Different title and/or series E=New Position/New FTE																									
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)				14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)																									
				Blank=N/A Y=Yes		State (2)				City(4)		Cnty(3)		MO		DAY		YEAR		Blank=N/A 1=PAS		MO		DAY		YEAR															
																04		22		02																					
18. GD. BASIS. IND. (1)										19. DT. REQ. REC. (6)				20. NTE. DT. (6)				21. POS. ST.																							
1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG										4=Sup./Program 5=RGEG 6=Policy Analysis GEG				7=Equipment Devel. Guide 8=Agency Use 9=Agency Use				ALPHAS = Agency Use				MO				DAY		YEAR		MO				DAY		YEAR		Y=Perm N=Other			
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																																									
Normal Act				Maintenance Review Act				Results				5=Series Change				9=Other																									
1=Desk Audit				5=Desk Audi				1=No Action Req.				6=Pos. Upgrade																													
2=Sup. Audit				6=Sup. Audit				2=Minor PD Change				7=Pos. Downgrade																													
3=Paper Rev.				7=Paper Rev.				3=New PD Req.				8=New Pos.																													
4=PME/Activity Rev.				8=Panel Rev.				4=Title Change																																	
23. DT. EMP. ASGN. (6)		24. DT. ABOL. (6)				25. INACT/ACT (1)				26. DT. INACT/REACT (6)				27. ACCTG. STAT. (4)				28. INT. ASGN. SER. (4)				29. AGCY. USE (8)																			
MO		DAY		YEAR		MO		DAY		YEAR		A		1=Inact. 2=Act.		MO		DAY		YEAR																					
30. CLASSIFIER'S SIGNATURE										31. DATE																															
32. REMARKS																																									
Standard Job #203-06																																									

**A. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

*Processing*

- Processes a full range of recurring personnel actions for wage grade, GS, SES and SL positions, including various types of appointments, separations, promotions, changes to lower grade, transfers, within grade increases, or mass change actions; reviews personnel action requests for accuracy and completeness and resolves discrepancies.
- Determines the appropriate nature of action, regulatory authority, and salary to be entered on personnel action requests and supplies necessary codes. Enters the information into the automated data system, researches any errors that may occur, and takes corrective action.
- Answers a variety of questions concerning the full range of personnel support activities and/or refers the question to another staff member; verifies employment.
- Establishes Official Personnel Folders (OPFs); as required, obtains consolidated records of prior Federal service.

*Staffing and Classification*

- Reviews the AD-332, Position Description Cover Sheet, to verify information; distributes copies of position descriptions.
- Prepares vacancy announcements by modifying or updating standardized portions of previous announcements; prepares prior approval cases for SES and SL positions.
- Reviews applications for clerical and technical positions and determines candidates' basic eligibility; rates candidates against quality ranking factors.

*Employment Development*

- Assists Employee Development Specialists in performing a number of training and employee development activities, including the analysis of training needs, course design and evaluation, vendor selection, and the determination of learning objectives.

- Arranges and oversees in-house and contract training logistics, ensuring that instructors and participants have needed equipment and classroom space.
- Enrolls employees in training courses.
- Reviews participant evaluations of training courses, summarizes salient points, and identifies possible course changes based on participant feedback.

*Policy/Employee Relations*

- Provides staff support for one or more specific personnel programs or issue areas (e.g., leave donor program, ethics, SES, labor/employee relations, awards, T&As, etc.): performs basic fact finding; maintains files, logs, and tracking systems; answers non-technical questions; assists with report preparation; prepares correspondence.

**B. Evaluation Factors**

**1. Knowledge Required by the Position** (FLD 1-4: 550 points)

- Knowledge of basic staffing operations and principles (e.g., recruitment sources; alternative staffing regulations; locally established staffing priorities and practices) to initiate and coordinate the filling of a variety of recurring vacancies.
- Knowledge of basic examining procedures to screen applications for clerical, technical, or other lower graded jobs based on minimum qualifications.
- Practical knowledge of job analysis techniques and classification principles to perform limited technical tasks involving lower graded positions.
- Knowledge of employee development principles and potential subject matter resources to perform technical support work.
- Ability to interpret applicable laws, regulations, precedents, and agency directives concerning the specific programs or subject areas to which the incumbent is assigned (e.g., staffing, classification, incentive awards, SES, employee relations, leave donor program, time and attendance, etc.).

- Knowledge of commonly used personnel forms, record keeping procedures, and filing practices.
- Ability to speak and write effectively.
- Knowledge of automated systems and data bases relevant to the assignment area and the ability to manipulate those systems (i.e., the ability to input/extract information); a qualified typist is required.

**2. Supervisory Controls**

(FLD 2-3: 275 points)

The supervisor or designee defines the overall objectives and priorities of the work, mediates controversies, and provides guidance in dealing with situations for which there are no clear precedents. The incumbent plans and completes day-to-day tasks with considerable independence, adapting procedures to meet established objectives and priorities. Work is reviewed for overall appropriateness, technical soundness, and conformity with policies and regulations.

**3. Guidelines**

(FLD 3-2, 125 points)

Guides include desk manuals, work samples (e.g., previous vacancy announcements), case precedents, classification and qualification standards, agency directives, data processing manuals, and established office procedures. The incumbent must exercise judgment in selecting the proper guidelines to follow and then applying them to individual cases. When guidelines are nonexistent or contradictory, the incumbent will consult with the supervisor or a Human Resources Specialist.

**4. Complexity**

(FLD 4-3, 150 points)

The assignment involves a variety of clerical and administrative tasks in support of various personnel programs and processes. In accomplishing the work, the incumbent must be aware of applicable laws and regulations and make sure that all actions taken are in compliance with established guidelines. He or she must exercise judgment in identifying the scope of a specific problem or issue and determining what needs to be done. The appropriate method or course of action is not always apparent, but must frequently be selected from various possibilities. Flexibility is needed to shift from one task to another in response to shifting priorities.

**5. Scope and Effect**

(FLD 5-2: 75 points)

The purpose of the work is to provide a wide variety of personnel services for employees in the REE mission area. The accuracy and timeliness of the work performed have a direct impact not only on the professional welfare and career objectives of the employees serviced, but may also affect the efficiency of further processes or services provided by the Human Resources Division.

**6/7. Personal Contacts and Purpose of Contacts**

(Level 2B 75 points)

Contacts are generally with all levels of employees, supervisors, union representatives, and administrative staffs in the agencies serviced. Some contacts may also be established with employees in other Federal agencies or in State or local government offices, with employees affiliated with schools or universities, or with the general public.

Contacts are established primarily to provide advice and assistance on personnel matters, exchange information, resolve problems, and solicit cooperation. On occasion, considerable tact and patience may be required in approaching or responding to irate or uninformed individuals.

**8. Physical Demands**

(FLD 8-1: 5 points)

The work is primarily sedentary. Some walking, standing, bending, and carrying of light items may be required.

**9. Work Environment**

(FLD 9-1: 5 points)

The work is performed in an office setting.

**Human Resources Assistant (Office Automation)**  
**GS-203-06**

Standard Job #203-06

**C. Other Considerations (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_

September 19, 1996